

EYE COMMUNITY ASSOCIATION

Booking Application

Registered Charity
 No. 287886
www.eye-community-association.org.uk
enquiries@eyecomassn.plus.com

Manor Farm Community Centre
 70 High Street
 Eye
 Peterborough
 PE6 7UY
 ☎ 01733 222394

1 Event Details

I / We wish to hire the Manor Farm Community Centre facilities as indicated below on:

Date: **DD/MM/YYYY** Between the hours: **HH:MM – HH:MM**
 (The above times are arrival / leaving times.)

For the purpose of: _____

Maximum number of people attending the event will be: _____

I /We have read, understand and agree with the Terms and Conditions as listed below, accept them as legally binding and return a signed copy to that effect, whilst retaining a copy for our records.

Name: _____

Address: _____

Contact Tel No: _____

Email Address _____

Have you personally hired the Centre before? If so when? _____

2 Deposit Information

An initial returnable deposit of £100, (which is in addition to the total below) needs to be enclosed with the booking form. A risk assessment will then be undertaken against this hire before it is formally accepted. (This could result it a total returnable deposit of up to £500 being required for the booking to be accepted.)

The total returnable deposit will be returned to you within 14 days after the event provided the Terms and Conditions have been met.

All deposits must be made by personal cheque only with the account in the name of the hirer; otherwise the maximum deposit of £500 may be required.

For Office Use Only

Version April 11

| Details | Date | By | Details | Date | By |
|--|------|----|------------------------|------|----|
| Form sent | | | Deposit Rec'd | | |
| Receipt sent / Booking & Costs Confirmed | | | Form sent to Treasurer | | |
| Bar Form Raised (if applicable) | | | Invoice Raised | | |
| Payment Received | | | Deposit Returned | | |

Deposits are designed to reflect the risk the centre is exposed to. (This primarily affects hires over 2 hrs duration.) The returnable deposit required for the booking will generally be:-

- New unknown users of the centre – up to £500
- Previous occasional users, who have met the terms and conditions previously – up to £250
- Known, trusted users - £100

3 Hire Fees

These should be taken from the web page below and will be confirmed before a booking is accepted.

http://www.eye-community-association.org.uk/downloads/hire_rates_2011.pdf

| | |
|--------------|--|
| Hall | |
| Meeting Room | |
| Kitchen | |
| Bar | |
| Stewarding** | |
| Total | |

** This action and its cost will be discussed with you, should there be a risk identified.

3 Invoice and Payment

An invoice for the agreed total will be forwarded to you prior to the above date and payment in full should be received no later than 2 weeks prior to the hire date, else the event will automatically be cancelled and any deposits retained.

Please return the signed form and initial deposit to the above address (Payment to be by cheque only and made out to Eye Community Association).

TERMS AND CONDITIONS OF PRIVATE HIRE FOR THE MANOR FARM COMMUNITY CENTRE

1. Bookings will only be reserved on receipt of an additional returnable deposit of upto £500, as shown on the final invoice. This additional deposit will be returned to the Hirer within 14 days after the event, providing the terms and conditions below have been met.
2. The Hire Fee and additional returnable deposit must be received no later **than two weeks** prior to the hire date. (It is the responsibility of the Hirer to ensure that the fee is paid by the due date on the Booking form.)
3. Cancellations must be made either by email or in writing not less than 1 calendar month before the hire date else any deposits will be forfeited. (Any telephone cancellations must be followed up by email or letter.)
4. As the centre is used for occasional, but special purposes and exceptional events, such as political elections, building and decorating requirements or Special seasonal events, as well as the regular use by the community the Community Association reserves the right to refuse any application, or cancel any confirmed booking. In this event the liability of the Association will be limited to all hire monies and deposits, which will be fully refunded.
5. The Hirer will only be allowed to enter the Centre for the purpose of preparation 1 hour before the hire time provided the Booking Officer has been informed of this requirement. The Hirer may also have 30 minutes maximum after the hire time for the purpose of clearing and cleaning. Any and all other times outside of the hire time must be paid for at an undiscounted rate, because it may incur additional costs to the Community Association. (eg Collection of items the following day will incur this charge.) Premises **must** be vacated by no later than 00.30 hours (unless a bar extension has been applied for). Failure to do so will incur additional hire charges. **Any additional costs (minimum of £50 per hour or part of an hour) will automatically be deducted from the additional returnable deposit.**
6. The Hirer is responsible for taking all reasonable precautions to protect the venue, equipment, facilities and any ECA property. Any costs incurred for repairs will be chargeable to the hirer.
7. The Caretaker, or any other Officer of the Association, in exceptional circumstances, may at any time close the function and request the Hirer to vacate the premises of all persons under their control if that Officer considers that the building and / or its contents are being misused or causing a nuisance. (This means in their judgement are likely to do so.) In this case no monies will be refunded.
8. The Community Association accepts no responsibility for any injury or damage to persons or person's property however caused. It is the specific duty of the Hirer to be responsible for the actions of all persons invited by them into the centre. It is also the Hirer's responsibility to ensure that no injury, loss or damage occurs through negligent or dangerous actions caused by any person (or piece of apparatus brought into the property) under their control. Property in this instance includes all of the premises and grounds that are owned or controlled by the Association.
9. All electrical items entering the Centre must have proof that it has been regularly checked (i.e. PAT tested) and is in good working order. This is to comply with the Centre's insurance conditions.
10. **No refreshments** may be brought into the Centre and consumed, except by prior arrangement. There is a Fully Licensed Bar which is available upon request from the Booking Officer at the time of booking the event. The additional cost of the having the bar is £20, which goes towards the premises licence.
PLEASE NOTE: The bar will close at 23:00 hours unless a bar extension has been requested and gained. The fee for an extension is £25. The Centre can only apply for a limited number of these and therefore if one is required it should be requested at the time of booking.
11. For Safety and Fire Regulations the maximum number of persons allowed by the Centre is 125 in the Hall and 30 in the meeting room. This is a Statute of law as provided by the Chief Fire Officer. (Note – This figure depends on the space used for other purposes, i.e. a buffet and a dance floor.) **Should the committee have be concern over the potential numbers they may insist on providing stewards (at extra cost to the user) for the booking to be accepted. This will be discussed if and when necessary.**
12. The hired parts of the Centre (and contents) must be left in a tidy condition. Crockery, cutlery and other items belonging to the centre must be washed, dried and neatly placed. All breakages will be deducted from the Deposit. Confetti and / or similar items must NOT be used within the building but may be used outside.
13. In common with the latest legislation, the Centre is a NO SMOKING venue. All smokers must go outside to smoke and use the ash bins provided.

Acceptance of these Terms and Conditions **must** be signed by the Hirer (who has to be over 25 years old) and returned to the Association's address. A copy **will** be retained for reference.

I / WE FULLY ACCEPT THE CONDITIONS OUTLINED ABOVE

Hirer's signature _____

Date: _____

Please print name _____

Address _____

Contact Tel _____

Postcode: _____

Email: _____